



SOUTHWEST OPERATIONS COMMITTEE CHARTER

I. Authority

This charter sets forth guidelines and procedures by which the Southwest Operations Committee, hereafter referred to as the “Committee”, shall operate.

II. Mission Statement

Provide for the coordinated interagency approach of Wildland Fire Operations to support safe, efficient, and cost effective wildland fire management in the Southwest Area.

III. Vision

Reduce the risk and cost of wildland fire operations through the advancement of interagency solutions for application to fire suppression including fire use, fire detection, fire meteorology, fire coordination, fire behavior, fire danger, fire equipment, fire records, fire communication, and fire business problems.

IV. Membership

Membership of the Committee shall consist of:

- A. Fire management representative(s) from each of the following agencies within the Southwest geographic area with interest, expertise or experience in providing or applying Wildland Fire Operations:

US Forest Service
National Park Service
Bureau of Land Management: Arizona, New Mexico
Bureau of Indian Affairs
Arizona State Land Department
New Mexico State Forestry Division
US Fish and Wildlife Service

- B. Southwest Area Coordinating Group (SWCG) liaison (Fish and Wildlife Service).
- C. Ad Hoc members and Technical Advisors, as needed.

V. Officers

The Committee shall have the following elected officers:

- A. Committee Chair
- B. Vice Chair
- C. Secretary

The Committee Officers shall serve a minimum of two years and the positions should rotate among the agencies of the Southwest Area.

VI. Key Responsibilities and Duties

The committee may receive action items or tasks from three sources; from the SWCG, self-generated within the committee, or issues from other SWCG committees. Primary responsibilities and duties are as follows:

- A. Advise the SWCG on Area-specific interagency actions concerning fire ground safety, with emphasis for communications, fire weather stations, fire equipment, and tactical application and integration of interagency resources.
- B. Advise the SWCG on Area-specific interagency strategies and techniques to reduce the risk and cost of wildland fire operations activities within the Southwest Area.
- C. Advise the SWCG on interpretation of agency policy and direction for interagency application in matters pertaining to Wildland Fire Operations.
- D. Integrate the use of Predictive Services information to increase firefighter safety and support management decisions made by wildland fire agencies in all aspects of Wildland Fire Operations.
- E. Establish, implement and assure standards for Incident Command System issues.
- F. Interface with NWCG Incident Operations Working Team (IOSWT).
- G. Coordinate and promote research and development related to Wildland Fire Operations.
- H. Provide advocacy of new techniques, practices, and procedures which facilitate more effective and safe interagency wildland fire operations in the Southwest.

VII. Meetings

The Committee shall meet a minimum of twice a year at a site to be selected at the previous meeting. These meetings shall be in spring and fall. Meetings are open to interested parties within the wildland fire management community.

Three committee members shall constitute a voting quorum. Voting by correspondence is permissible if subjects are referred to the members by the Chair.

VIII. Special Circumstances

Any Committee member can request additional meetings or teleconferences if the need should arise.

This Charter, Operational Procedures, and the standing Committee shall remain in effect until amended by the Committee or dissolved by the Southwest Area Coordinating Group.

Recommended By:

Approved By:

/s/William Waterbury 7-7-05

/s/Pam McAlpin 7-7-05

WILLIAM WATERBURY, Interim Chair
Southwest Area Operations Committee

PAM MCALPIN, Chair
Southwest Area Coordinating Group

SOUTHWEST AREA OPERATIONS COMMITTEE

OPERATIONAL PROCEDURES

These procedures will govern the operations of the Southwest Area Operations Committee, hereafter referred to as the “Committee.”

I. ORGANIZATION

A. Membership:

1. Membership in the Committee shall include representatives from the land management agencies identified in the Charter. These individuals are voting members and conduct Committee business. When an agency is not represented on the Committee, the Committee will contact the SWCG to appoint a member.

2. Committee Membership:

Membership of the Committee shall consist of the following:

- a. Fire management representative(s) from each of the following agencies within the Southwest geographic area with interest, expertise or experience in providing or applying Wildland Fire Operations:

- US Forest Service
- National Park Service
- Bureau of Land Management: Arizona, New Mexico
- Bureau of Indian Affairs
- Arizona State Land Department
- New Mexico State Forestry Division
- US Fish and Wildlife Service

- b. Southwest Area Coordinating Group (SWCG) liaison.

- c. Ad Hoc members and Technical Advisors, as needed.

3. Officers:

- a. The Committee Chair will be elected position, to be filled by a member of the listed above Southwest Area agencies for a two year term.
- b. The Vice Chair and Secretary will be elected every two (2) years.
- c. The election of Chair, Vice Chair and Secretary will take place at the second meeting of the second year when current officer terms expire.

4. Ad Hoc Members and Technical Advisors:

The Committee Chair may invite additional non-voting Ad Hoc members and Technical Advisors to serve as needed.

5. Working Groups:

Working Groups will be formed as necessary to work on specific items or tasks identified by the Committee. Working Groups will be dissolved when no longer needed.

B. Responsibilities and Duties:

1. Committee Members will:

- a. Attend Committee meetings and functions or arrange for an alternate.
- b. Participate in committee functions, sub-committees, and working groups, as necessary.
- c. Serve as a point of contact and liaison for the member's agencies.
- d. Coordinate the dissemination of information regarding the activities and operations of the committee, sub-committee, and working groups with respective agency.
- e. Notify chair if unable to attend a meeting or function.
- f. Identify agency predictive services issues and concerns in the Southwest Area and make recommendations concerning these to the SWCG through the Committee.
- g. Ensure that the Predictive Services Committee website is maintained on a regular basis.
- h. Serve as a point-of-contact and liaison between the NWCG Fire Environment Working Team and member agencies.

2. Committee Chair will:

- a. Ensure that the Committee meetings are scheduled and conducted in an efficient and effective manner.
- b. Approve, authorize, and coordinate committee activities.
- c. Attend or designate a representative to attend the SWCG meeting(s) as needed.
- d. Report committee activities to the SWCG.
- e. The committee chair will ensure that there is clear direction and a lead for each sub-committee and/or working group.

3. Committee Vice-Chair will:

- a. Conduct Committee business in the absence of the Committee chair.

4. Committee Secretary will:

- a. Record and distribute meeting minutes.
- b. Maintain record of committee business.

5. Committee Ad Hoc Members and Technical Advisors will:

- a. Attend Committee meetings or notify the Chair of non-attendance.
- b. Inform committee on policy and procedures specific to their agency or function.
- c. Serve on working groups or sub-committees, as needed.

6. Working Groups will:

- a. Develop objectives for the specific working group.
- b. Organize and plan activities as necessary.
- c. Implement the actions assigned to the working group.
- d. Report back to the committee chair and the committee on the working group actions.
- e. Research special issues and concerns.
- f. Issue progress reports and apprise chair on activities.
- g. Respond to special requests from the committee.

C. Changes, Amendments, Deletions:

- 1. Any part of the Operational Procedures may be changed or amended by a majority decision of the Committee.
- 2. Any such actions require notification to and concurrence by the SWCG.

June 1, 2006